



**Kean University  
Office of Financial Aid  
1000 Morris Ave  
Union, NJ 07083  
908-737-3190**

**Unemployment Tuition Waiver Checklist  
Spring Session 2017**

**The Financial Aid Office must receive the Unemployment Tuition Waiver within 5 business days of the last day of add/drop. Check Registrar's website for the date to register using the waiver.**

To participate in the NJ Tuition Benefit for Unemployed Persons, you are only eligible to register for classes on the last day of **add/drop** on a space available basis. Unemployment Tuition Waivers are applicable to courses taken at and billed by Kean University, not for courses taken at other locations. Waivers are not permitted for Consortium Agreements at other institutions. Complete and sign the checklist below to confirm that you understand the Policies and Procedures of participating in the program. You must attach your Unemployment Tuition Waiver and Employment Development Plan from your Unemployment One Stop Career Center to this form and submit it to the **Office of Financial Aid** located in the Administration Building on the 1<sup>st</sup> Floor. You are responsible for meeting all requirements or your waiver cannot be approved.

- I have filed the 2016-2017 FAFSA application, listing Kean as a recipient, and have resolved all discrepancies, resulting in a cleared FAFSA.
- I can only register or be registered by a Kean employee on the last day of add/drop, based on space availability. I cannot use class overloads for closed courses or for any other reason. This includes classes that a Kean employee overloads or registers me into, including independent study, regardless of their instructions. Employees registering students are not responsible for knowing which students are potentially using the unemployment tuition waiver. In these cases, the waiver will not be approved.**
- As a matriculated student, I am making Satisfactory Academic Progress for financial aid purposes, including all courses registered for at Kean, even if non-matriculated when taking them.
- I am not in default on any Federal Student Loan(s) as of the start of this semester.
- If male, I have registered for Selective Service.
- I am aware that the waiver covers up to the maximum flat rate minus any grants or scholarships and must be signed by the Unemployment Office by the last day of add/drop.
- I cannot register before the last day of add/drop, withdraw from the classes, and then re-register again for the same classes. This will forfeit my right to participate in the Unemployment Tuition Waiver Program.
- I will check the Registrar website for the last day of add/drop and will monitor my Kean google email regularly.
- If selected for verification, I will have all documents submitted within 5 business days of the last day of add/drop.
- Unemployment tuition waivers are applicable to courses taken at and billed by Kean University, not for courses taken at other locations. Waivers are not permitted for Consortium Agreements at other institutions, Study Abroad or Travelearn.
- In addition to the above, I have read and agree to the policies and procedures regarding the Unemployment Tuition Waiver Program found at: [www.kean.edu/KU/Unemployment-Tuition-Waiver](http://www.kean.edu/KU/Unemployment-Tuition-Waiver). *Failure to comply with all requirements will result in the denial of your Unemployment Tuition Waiver request.*

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Student's name (print) Kean ID# Current phone #

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Student's signature Date